

# Forum Guide to State Education Agency Support for Local Education Agencies in Civil Rights Data Reporting

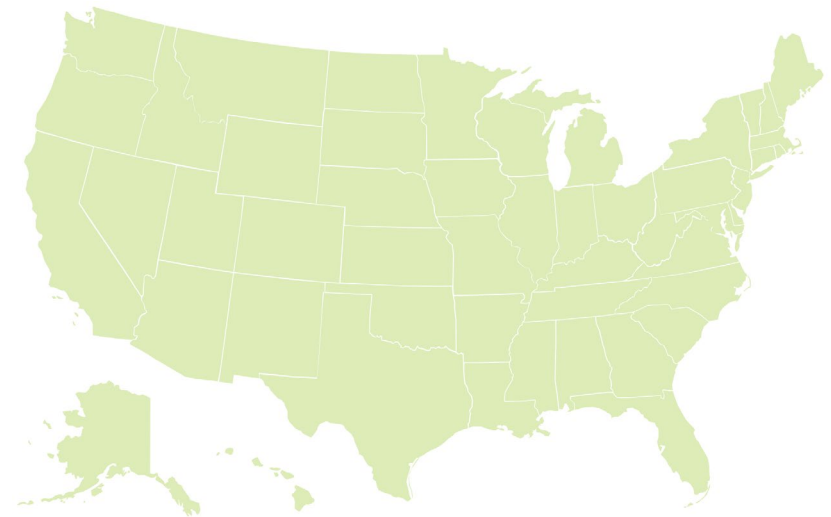


# National Forum on Education Statistics (Forum)

**Mission:** To plan, recommend, and develop education data resources that support local, state, and national efforts to improve prekindergarten through secondary education throughout the United States.

**Members:**

- Representatives of state and local education agencies (SEAs and LEAs)
- Representatives of offices of the U.S. Department of Education (ED) and other federal agencies
- Associate members from U.S. territories, Regional Educational Laboratories (RELs), and national education associations



# Resource Purpose and Audience

## Purpose:

- To serve as a supplemental resource to the *Forum Guide to Reporting Civil Rights Data* by recommending best practices for SEAs that support their LEAs' reporting of civil rights data to ED.

## Audience:

- Staff in SEAs and LEAs whose responsibilities include any aspect of collecting, reporting, or analyzing their agency's civil rights data.

# Contents

## Sections:

- Introduction to the Civil Rights Data Collection (CRDC)
- Best Practices
- Other Ways to Support Local Education Agencies (LEAs)
- Case Studies



# Section One: Introduction to CRDC

- The CRDC is an important part of ED's Office for Civil Rights (OCR) strategy for administering and enforcing civil rights laws in U.S. public school districts and schools.
- The CRDC is ED's largest mandatory administrative collection of data directly from LEAs; however, SEAs may report some or all CRDC data.

For information on CRDC:

- OCR (<https://www.ed.gov/ocr>)
- Civil Rights Data (<https://ocrdata.ed.gov/>)
- CRDC Communities of Practice (<https://crdc.communities.ed.gov/>)
- CRDC Resources (<https://www2.ed.gov/about/offices/list/ocr/data.html>)

# Section Two: Best Practices

- SEA Benefits
- SEA Priorities for Successful Support
- SEA Challenges
- SEAs Reporting for LEAs

# SEA Benefits

- Foster SEA data partnerships with LEAs
- Maximize the benefits of state data systems
- Improve the quality of data
- Align state collections and reporting

# SEA Priorities for Successful Support

- Assign appropriate staff resources
- Identify which data the SEA can provide
- Prepare the first set of files
- Provide data quality review
- Upload files to the CRDC reporting system
- Provide technical assistance
- Monitor LEA progress

# SEA Challenges

- Lack of defined SEA role
- SEA capacity
- CRDC data in state data systems
- Monitor and adapt to reporting requirement changes

# SEA Reporting for LEAs

- Take direction from the LEAs
- Create an opt-out process
- Name SEA support staff
- Provide technical assistance through completion
- Start small

# Section Three: Other Ways to Support LEAs

- Communications and Outreach
  - Engage with OCR resources
  - Provide basic information support to their LEAs
  - Proactively contact LEA staff
  - Represent needs to vendors
- Technical Assistance/Training

# Section Four: Case Studies

- Types of support the SEA provides
- Benefits to the SEA
- Lessons Learned/Best Practices

# Case Studies from States and Districts



**Virginia Department of  
Education (VDOE)**



**Kentucky Department of  
Education (KDE)**



**Colorado Department of  
Education (CDE)**



**North Carolina  
Department of Public  
Instruction (NCDPI)**

# CRDC Reporting Focused Working Group Members

**Chair:** Georgia Hughes-Webb, West Virginia Department of Education

**Members:**

- Sheri Ballman, Mason City School District (OH)
- Dan Brungardt, Bonner Springs/Edwardsville Unified School District 204 (KS)
- DeDe Conner, Kentucky Department of Education
- Terra Dominguez, North Carolina Department of Public Instruction
- Christopher Hill, National Center for Education Statistics
- Rachel Johnson, Loudoun County Public Schools (VA)
- Marilyn King, Bozeman School District #7 (MT)
- Raymond Martin, Connecticut State Department of Education
- Stephanie Miller, Office for Civil Rights, U.S. Department of Education
- Steve Smith, Cambridge Public Schools (MA)
- Susan Williams, Virginia Department of Education
- Kelly Worthington, National Center for Education Statistics



# Forum Resources

*Forum Guide to State Education Agency  
Support for Local Education Agencies in Civil  
Rights Data Reporting*

[https://nces.ed.gov/forum/pub\\_2023026.asp](https://nces.ed.gov/forum/pub_2023026.asp)

For more information about the Forum, please  
visit <https://nces.ed.gov/forum/index.asp>

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